**NON-MONITORED 110V BELL AND PULL STATION**
**QUARTERLY TEST REPORT FORM**

**Portland Fire & Rescue**
**Fire Marshal's Office**
1300 SE Gideon St.
Portland, OR 97202-2419
Phone: 503-823-3712
Fax: 503-823-3969

OCCUPANCY NAME _____

ADDRESS _____

OWNER / AGENT _____ PHONE _____

MAILING ADDRESS _____

Non-monitored fire alarm systems that consist exclusively of pull stations and bells shall be tested quarterly by a competent person.

The test shall consist of:

1. Notify people on site that there is going to be a test of the alarm system.
2. Actuate a pull station, and then walk the premises to determine if all of the bells are working.
3. In the course of a year all pull stations are to be tested, therefore, on large systems it may be possible that more than one pull station has to be tested per quarter. Note: All bells shall be tested each quarter.

All deficiencies shall be corrected immediately.

A record of the past three year's quarterly tests shall be kept on the premises and surrendered to the Fire Inspector upon request.

For further information, contact the Fire Marshal's Office at (503) 823-3770

| TEST DATE (M / DAY / YR) | SIGNATURE | COMMENTS |
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